STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF TECHNOLOGY

DUTY STATEMENT
TECH 052 (REV. 02/2018)

PROPOSED

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).
INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 11/24/21	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist I	E. POSITION WORKING TITLE Data Analytics Engineer I
F. CURRENT POSITION NUMBER 695-540-1402-011	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Enterprise Technology / Technology Innovation Services / Data & Geospatial Services / Rancho Cordova PG1.3	I. SUPERVISOR NAME AND CLASSIFICATION Isaac Cabrera, Information Technology Manager II

J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE)	K. POSITION REQUIRES:		
MONDAY – FRIDAY 8:00AM-5:00PM		FINGERPRINT BACKGROUND CHECK	☐ YES ☒ NO
		DRIVING AN AUTOMOBILE	☐ YES ☒ NO

Section B: Position Functions and Duties
Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☒ Business Technology Management
☐ Information Security Engineering
☐ IT Project Management
☒ Software Engineering
☐ Client Services
☒ System Engineering

Organizational Setting and Major Functions

The California Department of Technology (CDT) is focused on improving how state government develops and implements innovative solutions to meet the public's evolving needs, enrich customer experiences, and improve critical technological applications. CDT's Office of Enterprise Technology (OET) plays a critical role to enhance digital government and build a California that works for all Californians. We do this by providing foundational platforms and technology (such as GIS/Open Data, Web Portals, Software Engineering and Open Source code curation) for organizations to provide innovative digital services.

Under the direction of the Information Technology Manager II (IT Mgr II) over Data and Geospatial Services, the IT Specialist I (IT Spec I) serves as the Data Analytics Specialist performing a variety of data analytical and data visualization tasks and activities. The IT Spec I will be responsible for complex analytical support for both internal and external customers. The IT Spec I leads cross- functional teams and business programs to analyze their business problems and provide data insights and recommendations on potential solutions. Additionally, the IT Spec I helps plan, organize and facilitate various communities of practice, which enable the state's greater technology community and business programs to share knowledge and best practices, ask questions of their colleagues, and directly engage on high priority topics.

% of time performing duties	**Essential Functions** (Percentages shall be in increments of 5, and should be no less than 5%.)

55%	**Analytical Development/Programming**
	
	• Design, develop, implement and maintain:
	  • Analytical solutions.
	  • Data models and developing databases to support business solutions
	  • Collaboration analytical solutions.
	  • Relational databases to process or store data
	  • Dynamic data collection formats and analytical solutions using a variety of formats and tools.
	• Identify, analyze, and interpret trends or patterns in complex data sets.
	• Interpreting results from multiple sources using a variety of techniques, ranging from data aggregation via statistical analysis to complex data mining.
	• Enable metadata categorization, integration, control and management.
	• Utilize applications for data mining and statistical modeling, to describe and report

% of time performing duties	
	aggregate results and predict project outcomes.
	• Create dynamic business intelligence reports, graphs and dashboards - translating data into information and providing measurable feedback.
30%	**Analytical Solution Design and Integration** • Work and collaborate with clients, planning analysts, project managers, and stakeholders on projects and assignments. • Work closely with product owners, and user researchers to interpret findings that translate into iterative improvements to digital products. • Synthesize and translate end user research, requirements, and data into clear communication in written and visual form. • Generate wireframes, mockups, and functional prototypes. • Clearly communicate concepts and user experiences.
10%	**Client Services** • Create project plans, which include scope, schedule, cost, quality, organization, communication, staffing, risk and issue management. • Gather and report requirements from key stakeholders and manage their expectations accordingly. • Work with product owners and users to build and evaluate business cases to support product investment decisions. • Development, execution and maintenance of test plans, test scenarios, and test cases. • Collaborate with the business and development teams to troubleshoot and resolve defects and other related issues. • Facilitate the defect management and triage process for assigned projects. • Assist in the planning, facilitation, scribing and distribution of minutes for meetings.
5%	**Marginal Functions** (Percentages shall be in increments of 5, and should be no more than 5%.) • Other related duties as required.

Work Environment Requirements

- May be required to carry a cell phone.
- May be required to work outside of normal work schedule.
- Travel to internal and external customer locations for meetings is required.
- Managing multiple high priorities simultaneously, each with tight deadlines.

Allocation Factors (Complete each of the following factors.)

Supervision Received:
The IT Spec I works under the direction of the IT Mgr II.

Actions and Consequences:
The incumbent should have a thorough understanding of the responsibilities and duties of this position and a broad understanding of the mission and goals of the Office of Enterprise Technology (OET). Poor decisions, judgments, and recommendations in the areas above could result in dissatisfaction of partners and the inability for products to function.

Personal Contacts:
The incumbent has regular contact with various California departments, agencies and their executive leadership and project staff, the California Government Operations Agency, CDT executives, leadership and project staff, and consultants. The incumbent may have contact with control agencies, business consultants, and vendors in the communication of program strategies, direction, and project changes.

Administrative and Supervisory Responsibilities: (Indicate "None" if this is a non-supervisory position.)
None

Supervision Exercised:
The IT Spec I does not supervise but may lead. The IT Spec I has defined responsibility and authority for decision-making related to projects or in an advisory function.

Other Information

The incumbent should have:

Knowledge of:

- Information technology systems (software) programming, equipment; capabilities and interfaces between hardware and software.
- Requirements for the installation and implementation of complex information technology software systems.
- Principles of public administration, organization, analytical techniques and technical report writing; methods to conduct research, analyze and evaluate information, develop studies and prepare reports.
- State and CDT rules, regulations, policies, practices, and reporting criteria.

Ability to:

- Conceive and portray the big picture; creatively think outside the box with the ability to power through challenges in pursuit of a solution.
- Apply creative thinking in the design and development of methods of processing information with information technology systems.
- Conceptualize database optimization.
- Conceptualize data presentation.
- Analyze information and situations, data and complex business systems, identify problems, reason logically and creatively, draw valid conclusions, and develop effective solutions.
- To learn emerging technologies that may become necessary to support the organization's business and long-term strategic plan, e.g., customer relationship management and project portfolio management.
- Pay attention to detail, achieve thoroughness and accuracy when accomplishing a task.
- Manage workload of multiple assignments at a time.
- Adapt to new technologies and trends in Information Technology (IT) and learn new skills to keep current with industry standards and best practices.

Desirable Qualifications

- Bachelor's Degree in Data Science, Computer Science, Information Technology, or a closely related field.
- Knowledge/experience with data science principles.
- Experience or education in one or more of the following technologies: SAS, Power BI, Microsoft BI (SSID/SSAS, SQL Server), Qlik, SPSS, Tableau Desktop/Server.
- Experience or education of programming in one or more of the following languages: C#, Java, SQL, R, Python.
- Ability to work independently.
- Excellent communication and customer service skills including the ability to present ideas and information effectively, both orally and in writing.
- Knowledge of project management best practices.
- Ability to critical think and approach problems with creatively while use a variety of analytical techniques to resolve said problems.
- Gain and maintain the confidence and cooperation of others.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)		DATE
SUPERVISOR SIGNATURE		DATE